TIME AND ATTENDANCE
SCREEN ID: HUA03

COMPANY NUMBER-----> ☐☐☐☐   BATCH NUMBER--> ☐☐☐☐   PAGE NUMBER-----> ☐☐☐

EMPLOYEE NUMBER	T C D	TRANS CODE	DEP SEC	(1) O T	(2) S H	(3) D E D	(4) HOURS	(5) RATE AMT (2nd Line Labor Dist Code)	WKFLD	(6) A D J	(7) A M T
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(1) OT (Overtime) Code:
- 0 - Regular Pay
- 1 - OT1 Agency defined rate
- 2 - OT2 Agency defined rate

(2) SH (Shift) Code:
- 0 or 1 - None
- 2 - Second Shift
- 3 - Third Shift

(3) DED (Deduction) Code:
- 0 - Withhold normal deductions
- 7 - Withhold % deductions only
- 8 - Do not withhold deductions
- 9 - Withhold only banking deductions

(4) Hours:
Enter regular or OT hours
Enter as 2-decimal amount
ex: 40 hours = 4000

(5) Rate/Amount:
Specify a 6-decimal rate or
a 2-decimal amount
ex: $5.50/hour = 5500000
ex: $400 amt = 40000

(6) ADJ (Adjustment) Indicator:
- Blank   Override current pay.
- +   Add amount to current pay.
- -   Subtract amount from current pay.

(7) AMT (Amount) Indicator:
- 0 Rate/Amount Field; contains 6 decimal place rate if hours are entered; contains 2 decimal place amount if hours are not entered.
- 1 Rate/AMT field contains 2-decimal place amount.

SHADED AREAS ARE NOT USED FOR INPUT AT THIS TIME

SCREEN ID: HRSBB

Company Number	Batch Number	Control Totals 'A' (Regular Hours)	Control Totals 'B' (Overtime Hours)
0 0 ☐☐☐	☐☐☐☐	☐☐☐☐☐☐☐☐☐	☐☐☐☐☐☐☐☐☐

Control Totals 'C' (Regular Rates and Amounts)	Control Totals 'D' (Overtime Rates and Amounts)	Pay Range
☐☐☐☐☐☐☐☐☐☐	☐☐☐☐☐☐☐☐☐☐	1 ☐ 2 ☐

_____   _____   _____   _____
Authorized Signature   Date   Keyed By   Date

Form PR-3
Rev 10/04